

How to send
e-invoices
to
Nexans Norway AS

October 19, 2015

Dear Supplier to Nexans Norway AS,

Nexans Norway AS now has the possibility to receive electronic invoices through the Basware Business Transactions service; Basware BT. This document describes how you, as a supplier, can easily send electronic invoices to Nexans Norway AS. This document also contains information regarding e-invoice addresses and required data elements. Electronic invoices contribute to large cost savings for Nexans Norway AS, and we believe that this will also be true for our suppliers.

Sending invoices to Nexans Norway AS via interconnection

If you will be sending invoices to Nexans Norway AS through a traditional message service provider (ie. roaming), you can see instructions on how you should proceed on [page 3](#)

Sending invoices to Nexans Norway AS via PEPPOL

If you need to send invoices to Nexans Norway AS through PEPPOL, you can find instructions for this on [page 4](#)

The mandatory invoice content required by Nexans Norway AS as an electronic invoice recipient is listed under section C, at the bottom of this document.

Sending to Nexans Norway AS via interoperator connection

STEP 1. Contact your e-invoicing operator.

In order to be able to send electronic invoices to Nexans Norway AS your company needs to be connected to an e-invoicing operator that is delivering electronic invoices through operator-to-operator traffic (O2O).

Contact your e-invoicing operator to make sure that they share O2O traffic with Basware. If they do, please forward this document to your operator as this document is instrumental to achieving correct invoice handling.

If your company does not have the possibility to send electronic invoices through an e-invoicing operator today, you are highly encouraged to connect to an operator as soon as possible. Nexans Norway AS has chosen to cooperate with Basware for electronic invoicing, and your company is welcome to contact Basware to learn more about their offerings. Please see contact information at the end of this document.

STEP 2. Create a test invoice

Create a test invoice according to the requirements found in this document. In order for the electronic invoices to be handled correctly, it is important that all mandatory data elements are included in every test invoice.

STEP 3. Send the test invoice

It is preferred that test invoices are first sent through the test environment. Your e-invoicing operator will have all the necessary information to do so. The test invoices will be sent through Basware Business Transactions and on to Nexans Norway AS for further processing. Please inform your contact person at Nexans Norway AS before sending test invoices. See contact information at the end of this document.

STEP 4. Receive feedback from Nexans Norway AS

Nexans Norway AS will check your invoices and provide feedback, and if needed, suggest changes. Should changes be needed, please correct the invoices accordingly and repeat steps 2 and 3.

STEP 5. Start sending electronic invoices!

Once the test invoices have been approved by Nexans Norway AS, live invoices can be sent to the production environment. Please inform your contact person at Nexans Norway AS before sending your first live invoice. See contact information at the end of this document.

Should you or your e-invoicing operator need any assistance in this process, do not hesitate to contact us!

Sending to Nexans Norway AS via Open PEPPOL (access point)

Nexans Norway AS will be able to receive e-invoices through Open PEPPOL the same way that they receive e-invoices through interoperator connection. To send an invoice to the correct recipient within Nexans Norway AS, it is important that the correct e-Invoice address is used. You can find an overview of the e-Invoice addresses that belongs to Nexans Norway AS on the next page under [OpenPEPPOL addresses](#).

STEP 1. Please contact your local access point

If you already have an agreement with an access point, please contact your access point and agree on how the test invoice to Nexans Norway AS should be set up. Furthermore; send this document to your access point. If you currently can't send e-invoices and / or are not connected to one access point, please contact Basware, who can help you. Contact details are below.

STEP 2. Create a test invoice

Create a test invoice according to the requirements found in this document. In order for the electronic invoices to be handled correctly, it is important that all mandatory fields are included in every test invoice.

STEP 3. Send invoice

Send an invoice to your access point, which will forward it to Basware through the PEPPOL infrastructure. Basware Business Transactions will receive the test invoice and verify and convert the invoice in accordance to Nexans Norway AS's claims. The invoice is then forwarded to the Nexans Norway AS. After you have sent test invoice please also notify the contact person (see contact information below).

Note that the test invoices will go directly into the Nexans Norway AS production environment.

STEP 4. Receive customer feedback

Nexans Norway AS will check your invoices and give feedback on any changes, if needed. Should changes be needed, please correct the invoices accordingly and repeat steps 2 and 3.

STEP 5. Start sending electronic invoices!

Once the test invoices have been approved by Nexans Norway AS, live invoices can be sent to the production environment. Please inform your contact person at Nexans Norway AS before sending your first live invoice. See contact information at the end of this document.

Should you or your e-invoicing operator need any assistance in this process, do not hesitate to contact us!

Content requirements

A. General information

1. Invoice types

Most invoice types that can be sent electronically through this solution is supported by Nexans Norway AS. We would still like to emphasize that some invoice types are of a nature that requires further clarifications with us in order to ensure correct handling. Additionally we have some general remarks concerning single invoices versus collective invoices. Single invoices

i. Single invoices

Nexans Norway AS prefers to receive all invoices as single invoices. This ensures increased automatic invoice handling and allows for Nexans Norway AS to settle your invoices promptly.

ii. Collective invoices

Although it is possible to distribute collective invoices electronically in some formats, Nexans Norway AS strongly advises against it, as this will diminish the possibilities for automatic invoice handling. Collective invoices might also require a customer specific layout, increasing cost and implementation delays for all involved parties.

iii. Specific requirements for specific suppliers

In addition to the requirements presented in this document some suppliers might be required to enclose additional information. Such additional requirements will be regulated by your agreement with Nexans Norway AS.

2. Format

Nexans Norway AS is able to receive invoices in most relevant standardized xml formats. In this document the usage of EHF and E2B xml is assumed. Please contact Basware or your e-invoicing operator for a detailed format description.

3. Enclosed invoice images

Any enclosed invoice images must come in the form of either a PDF-file, or a TIFF-file. If no invoice image is enclosed, a standardized invoice image will be generated. This generated image might not include all the information you would like to share. Therefore, it is recommended to include a PDF/TIFF-copy of your invoice to be presented to the receiver.

B. E-Invoicing addresses

Please ensure to include the correct e-invoicing address on the invoice. The e-invoice address is necessary for correct routing. Invoices without a valid e-invoicing address are automatically rejected in the BT service, and will not reach Nexans Norway AS.

Company / Division	E-invoicing address (interconnection)	OpenPEPPOL
Nexans Norway AS	NO981122607MVA	981122607

C. Invoice content

The following information needs to be included in all your electronic invoices to Nexans Norway AS. All fields should be without any type of formatting (e.g. no whitespace or other separators often used for improved legibility).

Please note: Invoices which do not meet these requirements will be rejected by Nexans Norway AS.

Data element	Comment	Mandatory	E2B field format	EHF field format
Supplier e-invoicing address		YES	/ Interchange / Invoice / InvoiceHeader / Supplier / LocationId	/ Invoice / AccountingSupplierParty / Party / EndpointID
Supplier name		YES	/ Interchange / Invoice / InvoiceHeader / Supplier / Name	/ Invoice / AccountingSupplierParty / Party / PartyName / Name
Supplier postal address		YES	/ Interchange / Invoice / InvoiceHeader / Supplier / PostalAddress	/ Invoice / AccountingSupplierParty / Party / PostalAddress
Supplier organization number		YES	/ Interchange / Invoice / InvoiceHeader / Supplier / OrgNumber	/ Invoice / AccountingSupplierParty / Party / PartyLegalEntity / CompanyID
Supplier bank account number		YES	/ Interchange / Invoice / InvoiceHeader / Supplier / AccountInformation / AccountNumber	/ Invoice / PaymentMeans / PayeeFinancialAccount / ID
Supplier SWIFT code	For suppliers not sending from a Norwegian organization number.	NO	/ Interchange / Invoice / InvoiceHeader / Supplier / AccountInformation / SwiftNumber	/ Invoice / PaymentMeans / PayeeFinancialAccount / FinancialInstitution / ID[@schemeID="BIC"]
Supplier IBAN number	For suppliers not sending from a Norwegian organization number.	NO	/ Interchange / Invoice / InvoiceHeader / Supplier / AccountInformation / IbanNumber	/ Invoice / PaymentMeans / PayeeFinancialAccount / ID[@schemeID="IBAN"]
Customer e-invoicing address	See section B.	YES	/ Interchange / Invoice / InvoiceHeader / Buyer / LocationId	/ Invoice / AccountingCustomerParty / Party / EndpointID
Customer name		YES	/ Interchange / Invoice / InvoiceHeader / Buyer / Name	/ Invoice / AccountingCustomerParty / Party / PartyName / Name
Customer postal address		YES	/ Interchange / Invoice / InvoiceHeader / Buyer / PostalAddress	/ Invoice / AccountingCustomerParty / Party / PostalAddress
Customer organization number		YES	/ Interchange / Invoice / InvoiceHeader / Buyer / OrgNumber	/ Invoice / AccountingCustomerParty / Party / PartyLegalEntity / CompanyID

Customer reference	See section D, #1	NO	/ Interchange / Invoice / InvoiceHeader / Buyer / Ref[Code='BuyerReference'] / Text	/ Invoice / AccountingCustomerParty / Party / Contact / ID
KID number		NO	/ Interchange / Invoice / InvoiceHeader / Payment / KidNumber	PaymentMeans / PaymentID
Invoice number		YES	/ Interchange / Invoice / InvoiceHeader / InvoiceNumber	/ Invoice / ID
Invoice date		YES	/ Interchange / Invoice / InvoiceHeader / InvoiceDate	/ Invoice / IssueDate
Due date		YES	/ Interchange / Invoice / InvoiceHeader / Payment / DueDate	/ Invoice / PaymentMeans / PaymentDueDate
Gross amount	Invoice sum including VAT	YES	/ Interchange / Invoice / InvoiceSummary / InvoiceTotals / GrossAmount	/ Invoice / LegalMonetaryTotal / PayableAmount
Net amount	Invoice sum excluding VAT	YES	/ Interchange / Invoice / InvoiceSummary / InvoiceTotals / NetAmount	/ Invoice / LegalMonetaryTotal / LineExtensionAmount
Currency	3 character currency code (E.G. NOK)	YES	/ Interchange / Invoice / InvoiceHeader / Payment / Currency	/ Invoice / DocumentCurrencyCode
VAT amount		YES	/ Interchange / Invoice / InvoiceSummary / InvoiceTotals / VatTotalsAmount	/ Invoice / TaxTotal / TaxAmount
Order number	See section D, #3	NO	/ Interchange / Invoice / InvoiceHeader / InvoiceReferences / BuyersOrderNumber	/ Invoice / OrderReference / ID

D. Additional invoice information

1. Make sure to inform your contact person at Nexans Norway AS before sending your first electronic invoice. Your contact person will provide you with the correct information to use in the buyer reference field.
2. Nexans Norway AS use purchase order (PO) matching to automate invoice handling. Therefore, it is important that PO number is included on the invoice if your invoice is related to a purchase order. Please contact Nexans Norway AS to ensure that you are using the correct PO number.

Contact information

Nexans Norway AS	Lotte Brattli	lotte.brattli@nexans.com	
Basware AS	Activation Service	activation.services@basware.com	

How do I get started with e-invoicing?

I would like to send e-invoices with Basware

Sending 100-500 invoices a month?

Basware Virtual Printer: Start realizing the benefits of e-invoicing from day one with no changes to your invoice software or processes.: <http://www.basware.com/solutions/e-invoicing/easy-invoicing-solutions>

I would like to send large volumes of electronic invoices to a large number of different customers.

Basware BT Sender will send true xml invoices from your ERP system to your customers through Basware Business Transactions module (BT) Please contact Basware today to get started.

I have already started sending electronic invoices with Basware, but some customers say they are not yet ready to receive invoices electronically.

Basware also offers a “**Printing Service**” service where paper invoices can be sent out in addition to your electronic invoices. Please contact Basware today to get started.

I would like to receive e-invoices with Basware

I have a lot of one-off suppliers who send invoices in various formats.

Basware Supplier Portal is a web portal where suppliers can enter their invoices themselves. The invoices are then sent through Basware BT straight to your invoices handling system. Please contact Basware today to get started.

I have a large number of suppliers delivering large numbers of paper invoices in various different formats.

Basware Scan & Capture is a receiving service for all your paper invoices. Basware will receive, scan, run OCR, and transfer your invoices electronically straight to your invoice handling system*. Please contact Basware today to get started.

I would like to receive a large number of electronic invoices from several different suppliers.

Basware BT Receiver will import all electronic invoices delivered to your company straight in to your invoice handling system* for further automatic handling. Please contact Basware today to get started.

**Assuming the use of an invoice handling system from Basware. Please contact Basware for support for other systems.*

About Basware Basware Business Transactions (BT): Basware BT is the "engine" in Basware's e-invoicing service. Basware BT is a monitored service which swiftly and securely transfers electronic messages between trading partners. Basware BT has been operational for more than a decade and transfers over 1 million transactions each month.

Contact information:

Phone: +47 23 37 03 00